



APPLICATION FOR RENEWAL OF TRAFFIC VIOLATOR SCHOOL LICENSE

FOR DEPARTMENTAL USE ONLY	
AMOUNT RECEIVED	CHECK #
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Date _____

TVS # _____

Your Traffic Violator School License is due to expire on _____ .

This application for renewal (OL 701) and the attached Classroom/Branch Business Office Renewal Application (OL 737) must be completed and returned with all necessary fees to:

DEPARTMENT OF MOTOR VEHICLES
 Traffic Violator School Unit
 Mail Station N229
 P.O. Box 825383
 Sacramento, CA 94232-5383

To calculate the fee due, please use the following fee schedule as prescribed in Section 11208(a)(2) CVC.

RENEWAL FEE SCHEDULE

School renewal fee	\$50.00
(includes primary business office and an on-site classroom location)	
Classroom renewal fee	\$50.00
(for each classroom not included above)	
Branch business office renewal fee	\$50.00
(with or without an on-site classroom)	

Vehicle Code Section 11209 requires that traffic violator school licenses must be renewed before the license expiration date. In order for renewal to occur, the department must receive your applications and payment of the total fees due on or before _____. Failure to comply with this requirement will result in your school being placed out of business, requiring the surrender of all issued licenses and unused completion certificates. **There is no grace period for late renewal.**

TVS #
NAME

PRINT OR TYPE ALL INFORMATION REQUESTED EXCEPT SIGNATURES

Type of business (check one):

☐ Sole Owner ☐ Partnership ☐ Corporation ☐ Public Adult School or Community College ☐ Public Agency ☐ Association

Print or type names, social security numbers, and residence addresses of owner; partners; corporate officers (principal officers, board members and stockholders active in the management, direction, or control of the corporations activities); or administrator:

NAME AND SOCIAL SECURITY #	TITLE	RESIDENCE ADDRESS

Your social security number will be collected pursuant to 42 U.S.C. 405 and California Welfare and Institutions Code Section 11350.6. It is used in the administration of occupational license laws and to respond to requests for information from an agency operating pursuant to 42 U.S.C. 651, et seq. The social security number is used to maintain a numerical identification system to determine eligibility for issuance and renewal of an occupational license subject to Division 5 of the California Vehicle Code and to aid in the collection of monies owed by an applicant in connection with Child Support and Establishment of Paternity programs. Collection of your social security number is mandatory. Failure to furnish the information requested will result in denial of an application for issuance or renewal of an occupational license or permit.

Since current license was issued, have you, any partner, associate or corporate officer shown on this application, been convicted of any crime other than traffic violations? ☐ Yes ☐ No

If "yes", answer below:

Were you ever the holder of an occupational license issued by another state, authorizing the same or similar activities of a license, and that license was revoked or suspended for cause and was never reissued, or was suspended for cause, and the terms of suspension have not been fulfilled? ☐ Yes ☐ No

If yes, describe type of license, license number, and state license was issued:

I certify under penalty of perjury under the laws of the State of California that the information entered by me on this document is true and correct.

Applicant Initials _____

TVS #

NAME

IMPORTANT NOTICE

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Describe "Yes" answer to any of the prior questions by listing each separate offense by date of conviction, offense, court of jurisdiction and disposition in appropriate columns.

FOR EACH CONVICTION DISCLOSED, YOU MUST SUBMIT WITH THIS APPLICATION, A COPY OF THE ARRESTING AGENCY REPORT AND CERTIFIED COPY OF THE COURT DOCUMENTS.

Even if you were pardoned, pled nolo contendere, or if the conviction was later expunged from the record of the court or set aside under Penal Code Section 1203.4, or any other federal or state law equivalent, you must disclose the conviction. If you are awaiting judgment and sentencing following entry of a plea or jury verdict, **you must still disclose the conviction.** Failure to disclose all convictions, including those out-of-state or out of country may result in the cancellation of the temporary permit and may result in the refusal of the occupational license. Listing all conviction information may not necessarily preclude you from receiving a license.

Applicant Initials _____

FAILURE TO INITIAL CAN BE CAUSE FOR DENIAL OF LICENSE

I understand that my misrepresentations in this application shall be sufficient cause for its rejection and that any violations of traffic violator school laws in the Vehicle Code, or of the regulations adopted to put into effect such laws, shall be grounds for the revocation or suspension of any traffic violator school license issued as a result of approval of this application.

I understand that I must immediately report any subsequent changes in the answers on this application to the Department of Motor Vehicles, Occupational License Program Administration.

I am aware of the provisions of Section 11202 of the Vehicle Code relating to the responsibilities and requirements of a traffic violator school owner.

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation.

I hereby certify that I am the owner/administrator of the above-named traffic violator school and that the answers and statements given in this application are true and correct.

I certify under penalty of perjury that the answers and information contained herein are true and correct to the best of my knowledge and belief.

Signed _____

WRITTEN SIGNATURE IN INK

Date _____